

NEIGHBORHOOD TRANSPORTATION PLANNER

DISTINGUISHING FEATURES

The fundamental reason the Neighborhood Transportation Planner exists is to direct highly complex transportation planning projects that focus on the traffic needs of neighborhoods in Transportation Department. This classification does not supervise. Work is performed under general direction by the Transportation Planning Director. The Neighborhood Transportation Planner is distinguished from the Public Works Planner by the focus on specific issues and concerns of neighborhoods while taking a interdepartmental, interdisciplinary and systems-level approach to problem solving.

ESSENTIAL FUNCTIONS

Initiates and manages complex neighborhood transportation planning projects, including the creation and issuance of RFPs, project scope of work summaries, hiring and managing consultants, conducting a wide range of public and specials group meetings, and coordinating activity involving multiple departments.

Leads detailed and system-level policy analysis and long range planning that focuses neighborhood needs.

Advances recommendations regarding the development of neighborhood transportation or other related needs.

Listens and effectively communicates ideas, technical advice, and recommendations. Proactively involves stakeholders in projects.

Presents complicated projects clearly and in a compelling manner using state-of-the-art communication technology techniques.

Manages projects, including consultant contracts. Ensures delivery of contract requirements, including state and federal regulations.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Civil engineering principles, transportation modeling, and statistical survey methods.

Public communication and issue resolution techniques.

Procurement and contracting procedures and policies.

Microsoft Word, Excel, Access, and PowerPoint.

Ability to: (REMEMBER to include any ADA related information in this section)

Listen and effectively communicate ideas, technical advice, recommendations in one-on-one, small group and large group settings through oral, visual and written communication. Prepares

quality written materials.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Make oral and written presentations to other City Departments, Transportation Commission and other City Boards and Commissions.

Work cooperatively with other City employees and the general public

Operate a computer and a variety of office equipment using continuous and repetitive arm, hand and eye coordination.

Measure distances and quantities using various instruments requiring precise hand movements. Performs the majority of daily work while sitting for extended periods of time.

Work occasional evenings and/or attend meetings is required.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Transportation, Planning or a related field and five years of relevant professional transportation planning experience. Must obtain and possess a valid standard Arizona driver's license with no major driving citations in the last 39 months.

FLSA Status: Exempt or Non-exempt

HR Ordinance Status: Classified or Unclassified